



Registered Nurses Association  
of the Northwest Territories  
and Nunavut

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Administration Finance Policy

Policy Description: Travel Expense Accounts

Policy Number: AF1

**Effective Date:** November 2014

**Signature**

**New Policy** \_\_\_\_\_

**Revision:** Partial  Complete \_\_\_\_\_

**Review Date:** November 2017

**Applies To:** All RNANT/NU Board of Directors, committee members, contracted services and employees.

**Purpose:** To define travel expenses on behalf of the association.

### Policy:

Expenses incurred on travel completed on behalf of RNANT/NU are addressed in this policy. These expenses include air fare, ground transportation, hotels, per diems and the cost of registration for conferences, meetings and/or education.

- (1) An advance cheque for 80% of expected travel costs may be issued if requested ten (10) working days prior to travel. Should the amount of the advance cheque exceed the cost of travel, the traveller is required to submit payment for the difference with the expense claim.
- (2) Expense claims must be submitted within ten (10) working days of completion of the travel. A reimbursement cheque will be issued to the traveller upon receipt of the expense claim forms and all required receipts/documents. The following documentation must be submitted by the traveller:
  - Receipt of airfare if booked by the traveler;
  - Ticket and all boarding passes;
  - Itemized hotel receipt;
  - Receipts for ground transportation including taxis and gas if applicable
  - Receipts for any registration fees if paid by the traveler.
- (3) Airfare must be arranged using the most economical fare without losing the cost of the ticket should cancellation be required.
- (4) Should a traveler use their own vehicle for authorized business on behalf of RNANT/NU, the rate payable in cents per kilometer will be based on the current rates of the Government of Canada for the province and/or territory where the travel occurred.
- (5) Travelers will be reimbursed for the cost of a standard hotel room and all applicable taxes.
- (6) Per Diem rates for meals will be paid based on the current rates of the Government of Canada for the province and/or territory where the travel occurred. Incidentals should only be claimed for full days of travel.
- (7) Individuals are requested to use airport limousine or shuttle bus service to and from airports and hotels. Where taxis are necessary, members are asked to share taxis and fares whenever possible.



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**Conditions and Exceptions:** N/A

**Authority and Accountability:** N/A

**History:**

This policy amalgamated with 2003 1.1, 1.2. when written in 2006. This policy replaces AF1: Travel Expense Accounts Board/Committee/Staff that came into effect in 2006.